

**TEXAS DEPARTMENT OF AGRICULTURE**  
**TODD STAPLES, COMMISSIONER**



**Specialty Crop Block Grant Program**  
**2014 Guidance Document**



## Overview

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Applications for grant funds should describe how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual. All projects must demonstrate strong justification for the requested budget as well as the potential for providing significant demonstrable benefits to Texas specialty crops.

Grant funds will not be awarded for projects that directly benefit or provide a profit to a single organization, institution or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners.

Projects will be funded at varying levels depending on the nature of the project. Selected projects will receive funding on a cost reimbursement basis.

The Texas Department of Agriculture (TDA) will select projects to be included in the State plan submitted to Agricultural Marketing Service, USDA for funding. Projects will begin after USDA has made their official award notice.

TDA reserves the right to fund proposals partially or fully. Where more than one proposal on an eligible research topic is acceptable for funding, TDA may request cooperation between grantees or revisions/adjustments to a proposal in order to avoid duplication and to realize the maximum benefit to the state.

Each section outlined below is expanded to assist you in preparing your grant proposal. Please refer to each section as each has specific requirements that must be included in your grant proposal.

- Contact Information
- Proposal Requirements
- Project Purpose
- Potential Impact
- Developing Expected Measurable Outcomes
- Oversight and Commitment
- Work Plan
- Budget Narrative Format
- Proposal Example
- Proposal Checklist

## Contact Information

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**Mailing Address:**

Texas Department of Agriculture  
Grants Office  
Specialty Crop Program  
P.O. Box 12847  
Austin, Texas 78711

- or -

**Physical Address:**

Texas Department of Agriculture  
Grants Office  
Specialty Crop Program  
1700 N. Congress Avenue  
Austin, Texas 78701

**General Contact:**

[Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov)

Main Line: 512-463-7476

Fax: 888-223-9048

**Texas Department of Agriculture Grant Contacts:**

Karen Reichel

Director, Contracts and Grants

Phone: 512-936-2450

[Karen.Reichel@TexasAgriculture.gov](mailto:Karen.Reichel@TexasAgriculture.gov)

Mindy Fryer

Specialty Crop Grants Specialist

Phone: 512-463-6908

[Mindy.Fryer@TexasAgriculture.gov](mailto:Mindy.Fryer@TexasAgriculture.gov)

Meghann Jezek

Administrative Assistant

Phone: 512-463-6695

[Meghann.Jezek@TexasAgriculture.gov](mailto:Meghann.Jezek@TexasAgriculture.gov)



## Proposal Requirements

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The acceptable font is Times New Roman, size 12 point, and all margins must be 1 inch. Information for each section should be specific but brief. Each proposal may not exceed six (6) pages (this does not include supporting documents or Form GTBD-121). Proposals must include the following information, additional information can be found in the expanded sections.

1. **Personnel/Contact Information.** Form GTBD-121 – Specialty Crop Application
2. **Project Title:** Title must be brief, descriptive and capture the primary focus of the project.
3. **Partner Organization.** List the partner organization's name that plans to oversee or execute the project. No background information.
4. **Abstract:** (recommended length – 2-3 paragraphs) Include a project abstract of 200 words or less. The project abstract must contain a summary of the proposed project suitable for dissemination to the public.
5. **Project Purpose:** Clearly state the purpose of the project. The purpose should include the specific issue, problem, interest, or need that will be addressed. Please discuss why the project is important and timely. If this project builds on previously funded specialty crop projects, include how this project builds on the previous work done.
6. **Potential Impact:** Indicate how the project potentially impacts the specialty crop industry.
7. **Expected Measurable Outcomes:** Expected Measurable Outcomes are the results the project anticipates achieving through the project activities. Outcomes identify the ultimate results, while your Work Plan activities identify how you intend to achieve these results. For assistance with Expected Measurable Outcomes, see *Steps to Developing Outcome Measures*.
8. **Project Oversight:** (recommended length – 1 paragraph) Who will oversee the project activities and how oversight will be performed.
9. **Project Commitment:** (recommended length – 1-2 paragraphs) Include who or what industries support the project. Indicate if supporters are actively involved in the project and what role will they play. Include any anticipated monetary support and in kind contributions. If research work will be completed at a university, provide information on university support.
10. **Work Plan:** List the activities that will be performed to accomplish the objectives of the project. Be specific about what will be done. Make sure a correlation between each activity and its purpose in meeting the goal(s) of the project is clear.
11. **Budget Narrative:** Provide sufficient detail about budget categories in narrative format.
12. **Long Term Plan:** Provide 2-3 sentences about the long term goals of your organization or this project with regards to specialty crops.

## Project Purpose

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Clearly state the purpose of the project:

- What is the specific issue, problem or need to be addressed by the project?
- Why is the project important and timely?
- What are the objectives of the project?
- Does the project have the potential to enhance the competitiveness of non-specialty crops? If YES, describe how you will separate this funding to ensure that it is only used to benefit specialty crops.
  - Ex: Using the registration process for a conference from other resources to ensure that only specialty crop farmers attend; matching 50% of the funds to cover a portion of the project that does not benefit specialty crops.
- If the project builds on a previous SCBGP project, how does this project compliment the work done previously?
  - Provide a summary (three to five sentences) of the results of the completed work, the long-term quantifiable effects of these results (especially as they impact the specialty crop industry),
  - Include how this requested funding will supplement or build on previous funding from the SCBGP.
- Has this project been submitted to or funded by another Federal or State grant program?
  - If NO, indicated that it has not.
  - If YES, identify which Federal or State grant program and describe how the project differs from and supplements, but not duplicates the other Federal or State grant program funding efforts.

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### *Example 1*

The recent introduction of X virus has threatened specialty crop production; the virus has already caused enormous crop losses in many States (**PROBLEM**). This research proposal will assess the likely spread of the virus from the initial introduction point and will identify plant reservoir hosts for the disease to form the basis for an integrated pest management strategy to prevent further crop losses (**IMPORTANCE** and **OBJECTIVE**). This project was submitted to grant program X to provide one-half salary for the Senior Research Specialist. This individual will coordinate most of the laboratory operations and perform a majority of the laboratory and greenhouse experiments. This project will not duplicate efforts, but rather enhances the program by providing additional dollars to elevate the part-time position to full time status.

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### *Example 2*

Many school children do not have access to healthy fruits and vegetables (**ISSUE**). The School Nutrition Association will subsidize installation of salad bars in forty schools to increase access to nutritious fruits, vegetables and nuts in school breakfasts and lunches (**OBJECTIVE**). Not only will this result in increased purchases from specialty crop growers, but the evaluation component also will provide a model for other schools in their efforts to market healthy meals to children (**IMPORTANCE**). This project has not been submitted or funded by another Federal or State grant program.

## Potential Impact

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This section should show how the project potentially impacts the specialty crop industry and/or the public rather than a single organization, institution, or individual. The following questions should be answered:

1. Who are the beneficiaries of the project?
2. How many beneficiaries will be impacted?
3. How will the beneficiaries be impacted?
4. When will the beneficiaries be impacted?
5. What is the potential economic impact of the project, if available?

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### *Example 1*

This project will impact the State's approximately 3,000 farms involved in growing the specialty crops (**BENEFICIARIES IMPACTED AND #'s**). These crops represent approximately \$1 billion in farm income and are the largest crop in the State (**ECONOMIC IMPACT**). In order to continue the growth this industry has experienced in recent years, this project will develop and conduct marketing efforts to increase their market share (**HOW BENEFICIARIES WILL BE IMPACTED**).

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### *Example 2*

Existing and new specialty crop growers taking part in the grower education will receive an extensive education on many aspects of participating in specialty crop production and direct retail marketing (**BENEFICIARIES**). It is estimated that the number of specialty crop growers that will be participating in the educational workshops is 50 (**# OF BENEFICIARIES**). Through grower education, farmers will be exposed to information on how to grow crops and successfully sell their produce at direct-to-consumer markets (**HOW BENEFICIARIES WILL BE IMPACTED**).

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### *Example 3*

In 2008, according to USDA, National Agricultural Statistics Service (NASS), the State's specialty crop industry occupied 3,100 acres and had a value for utilized production of \$20 million. This is evidence of the success and potential for this program. New specialty crop varieties being developed through this program will enable the State's 150 farmers (**# OF BENEFICIARIES**) to be competitive in growing and marketing these specialty crops (**HOW BENEFICIARIES WILL BE IMPACTED**). These new crops could provide \$10 - \$15 million in additional farm income (**POTENTIAL ECONOMIC IMPACT**).



## Developing Expected Measurable Outcomes

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Expected Measurable Outcomes are the results that you hope to achieve through your project activities. Outcomes identify the ultimate results, while your Work Plan activities identify how you intend to achieve these results. For assistance with Expected Measurable Outcomes, see *Steps to Developing Outcome Measures* below.

The following questions should be addressed in this section:

- Describe at least one Expected Measurable Outcome that directly supports the project's purpose and is of direct importance to the beneficiaries? Each Expected Measurable Outcome should include a Goal, Target, Benchmark and Performance Measure.
  - **Goal** - the objective that you are seeking.
    - *Examples: increasing sales; increasing the number of certified growers*
  - **Target** - the specific number, dollar amount, etc. that you are hoping to achieve.
    - *Examples: 10% increase in sales within one year; 250 participating growers certified by the project's end*
  - **Benchmark** – the baseline number, dollar amount, etc. that you are measuring from (*if known*).
    - *Examples: 2010 sales in this market were \$1.5M; there is no benchmark established – this is new training*
  - **Performance Measure** – This is the tool you will use to measure whether the goal and target are achieved.
    - *Examples: sales figures will be collected from retailers; follow-up surveys will be sent to participating growers to measure certifications achieved*
  - **Monitoring Plan** - Include how performance toward meeting the outcomes will be monitored. Important: If Expected Measurable Outcomes will be monitored after the grant period ends, describe how monitoring will continue without grant funding.

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### *Steps to Developing Outcome Measures*

Whenever possible, the outcomes should include a goal, performance measure, benchmark, and a target. The following four steps provide guidance on how to develop outcome measures.

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*1) Determine what the project will accomplish, i.e., the intended results of the project, generally expressed as a GOAL or OBJECTIVE.*

Goals or objectives should be: a) based on a needs analysis and be specific, realistic results you hope to achieve through the project activities; b) specific; and c) outcome-oriented. Outcome-oriented objectives identify the ultimate result, while the work plan activities identify how you intend to achieve the objectives. When developing outcome-oriented objectives, ask yourself “why” are you performing each grant activity; and specify not only what will be achieved, but also when those results will be achieved.

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*2) Figure out how to measure the results and select the PERFORMANCE MEASURE.*

For each objective identified in step 1, select the performance measure. Performance measures are measures/indicators used to observe progress and measure actual results compared to expected results. They are usually expressed in quantifiable terms and should be objective and measurable (numeric values, percentages, scores and indices); although in certain circumstances qualitative measures are appropriate.

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*3) Determine the BENCHMARK for each measure and set TARGET goals for future performance.*

For each measure identified in step 2, determine the benchmarks against which you will measure. Benchmarks are usually determined by researching past circumstances in the area you are trying to measure. As an alternative, you may use benchmarks established by third parties accepted as the standard-setters in your industry. If data does not exist, describe the lack of data. It may be appropriate in the first year to set vaguer targets, such as “improvement” where any increase represents outcome achievement, and set more concrete targets in subsequent years when benchmark data is available.

Use the benchmark data to set targets for the quantity of change expected. Targets may be framed in terms of:

- a) Absolute level of achievement (ex: feed 150 homeless people);
- b) Change in level of achievement (ex: feed 150 homeless people, 35 more than last year);
- or
- c) Change in relation to the scale of the problem (ex: feed 150 homeless people, approximately 10% of the city’s homeless population.)

If you are starting up a new project or trying new approaches remember that little or no measurable progress will be evident in the project start-up phase. This delay in seeing measurable results should be reflected in target-setting. When setting targets, you should take into account external factors that influence your success. You may have a grand ultimate goal, but you should view annual targets as small steps toward that ultimate goal.

You may also want to set stretch goals by using benchmarks as your targets. Benchmarks tell you how the rest of the industry is doing; when you gather data for benchmarks, you look at the results of other organizations serving your type(s) of customers, doing your type of work. In your proposal, you may want to stick to a modest level of planned achievement and reserve your stretch goals for internal use. Another alternative is to include minimum and maximum targets in your application. For example, “We plan, at a minimum, for a 5% increase. However, we will strive for a 10% increase, which our data shows is possible if all external factors work in our favor and our new methodology yields the same results in the demonstration phase.”

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*4) Develop your performance monitoring plan or data collection plan.*

Define who your data sources are and how the data will be collected. If the project involves a survey, provide some information about the nature of the questions that will be asked, the methodology to be used and the population to be surveyed. If a draft questionnaire is available, you may want to include a copy with the application. Outline how data gathered will be used to correct deficiencies and improve performance, both as it is gathered and analyzed and in subsequent project periods. This data collection plan should be integrated into your work plan

and budget. When expected measurable outcomes are monitored outside the grant period, include the performance monitoring plan in the work plan and indicate how monitoring will occur after the grant period ends without Specialty Crop Block Grant Program funding.

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### ***Examples of Outcome Measures***

The following are examples of outcome measures. *They do not include examples of a monitoring plan.*

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#### ***Example 1***

Increase the number of specialty crop farmers following Good Agricultural Practices (**GOAL**) from the current 18 (**BENCHMARK**) to 55 in two years (**TARGET**) measured by the number of GAP audits passed (**PERFORMANCE MEASURE**).

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#### ***Example 2***

Increase fruit and vegetable purchases (**GOAL**) from the current level of \$2.50 (**BENCHMARK**) to at least \$3 per enrolled student in awarded schools in one year (**TARGET**) measured by bi-annual school reports (**PERFORMANCE MEASURE**).

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#### ***Example 3***

Work directly with specialty crop industry X to develop a uniform tool to access the health of their specialty crops to give the industry early warning of potential problems in order to optimize their management practices (**GOAL**). No such tool currently exists (**BENCHMARK**). The success of the evaluation will be measured by interviewing 20 stakeholders at the end of three years to determine if they developed the tool (**TARGET and PERFORMANCE MEASURE**).

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#### ***Example 4***

Increase visits to the Specialty Crop Website (**GOAL**) 25% over the course of one year (**TARGET**) from the current 9,000 annual hits (**BENCHMARK**) by measuring website visits each month over the next year (**PERFORMANCE MEASURE**).

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#### ***Example 5***

Increase consumer awareness of specialty crops by distributing 1000 pieces of informational materials containing locations where to purchase specialty crops (**GOAL**). Six months after distribution, survey 50 locations (**PERFORMANCE MEASURE**) to determine if sales increased by 25% (**TARGET**) from the level before distribution of marketing materials (**BENCHMARK**).

## Oversight and Commitment

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### ***Project Oversight***

The following questions and information should be addressed in this section:

- Who will oversee the project activities?
- How will oversight be performed? Include timelines, such as weekly, monthly, quarterly or annually.

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#### ***Example***

The project will be overseen through well-established project management practices at the Specialty Crop Association (SCA) Training Association. Primary oversight responsibility lies with the Food Systems Program Manager, who has more than seven years experience with SCA with more than four years in her current position. Every SCA program uses a Monitoring and Evaluation (M&E) Plan with distinct performance measures, benchmarks and success indicators established for 2-3 distinct projects in each. Another tool for project M&E is the Workshop Planning Template that guides the goals, design, target competencies and other objectives of grower workshops. This project will also use a process wherein partner organizations are required to both initially inform and perform under shared evaluation targets. The program manager reports monthly project performance and the Healthy Local Foods committee will assess progress on a quarterly basis.

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### ***Project Commitment***

Provide the following information in this section:

- Who supports the project?
- Are industry stakeholders involved in the project and what role will they play?
- Will additional individuals or organizations be involved in the project and what role will they play?
- How will all grant partners work to meet the objectives of the project?

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#### ***Example***

The Farm Extension and Research Center is a successful collaboration between County Cooperative Extension and Economic Development, with support from State University's College of Agriculture and Life Science as well as the Center for Environmental Farming Systems. The Farm Planning Committee includes representation from the partner institutions and agencies and has a monthly meeting schedule to plan and implement programs at the Farm. Programs during the past 2 years demonstrate a strong commitment to developing the capacity at the Farm and promoting educational activities that support farm viability.

## Work Plan

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The following questions shall be addressed in this section:

1. Indicate when each activity will be accomplished?
  - a. Include progressive timelines for accomplishing each activity.
    - Make sure to include the month and year the project is scheduled to begin. (Note: Projects cannot begin before December 1, 2013 and must be completed by December 31, 2014.)
      - (i) Activity A: December 2013 – January 2014
      - (ii) Activity B: February 2014 – April 2014
2. Who will do the work of each activity?
  - a. If collaborative arrangements or subcontracts are used, make sure you specify their role and responsibilities in performing project activities.
3. Some items to consider:
  - (1) Be sure to include performance monitoring activities.
  - (2) Include when data collection will be accomplished.
  - (3) Will outcome measures be completed or measured outside the grant period?
    - (i) If YES, include the performance monitoring plan in the work plan and indicate how monitoring will occur after the grant period ends without SCBGP-FB funding.

Activity	Individuals Involved with the Activity	Timeline
1. Leverage and expand partnerships with health agencies and businesses seeking to increase consumption of healthful foods among low-income residents.	Specialty Crop Association	12/2014 to 11/2015 (Ongoing)
a. Establish work plans, meeting schedules, and shared goals for the Healthy Foods Committee over the two-year period	SCA & Partners	12/2014 to 5/2015

## Long Term Plan

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Provide 2-3 sentences about the long-term goals of your organization or this project with regards to specialty crop and the benefit to the specialty crop industry after the project is complete.

## Budget Narrative and Justification Format

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The budget should contain a narrative, in paragraph format, so USDA can determine if the costs are reasonable and allowable. This section allows you to explain the need for each line item in the budget, as well as show the breakdown of calculations used to arrive at the amount in each line of the budget. The budget narrative should clearly show the federal funds that support the project. If matching funds are budgeted, please do not comingle non-federal funds with federal funds in each budget section. If matching funds (not a requirement) are included, please show these funds separately. A total category expense must be included.

- Remember, all costs must be REASONABLE, ALLOWABLE, and ALLOCABLE:
  - Allowable refers to costs that may be charged to a grant or contract.
  - Allocable refers to costs that are necessary for the success of the project.
  - Reasonable refers to actions a prudent business person would employ.

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## PERSONNEL

Persons employed by your organization should be listed here. (Those employed elsewhere should be listed as subcontractors or consultants under “Contractual” or “Other.”) General administrative or accounting duties are not considered acceptable. The duties must be directly related to the project plan.

- For each project participant, indicate their title, the percent of full time equivalents (FTE), and the corresponding salary for the FTE.

For example, if a project participant’s salary is \$50,000 and they are participating 50% of their time on the project, the total budgeted salary cost would be \$25,000.

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## FRINGE BENEFITS

Provide the rate of fringe benefits for each project participant’s salary described in the personnel section.

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## TRAVEL

Please provide the following information in the narrative for each trip planned, if applicable:

*Destination:*

*Purpose of trip:*

*Number of people traveling:*

*Number of days traveling:*

*Estimated airfare:* Show destination, number of trips and approximate cost of flight

*Estimated ground transportation* (i.e. rental car):

*Estimated lodging:* Show number of nights and per diem rate (not to exceed GSA rate)

*Estimated meals:* Show number of days and per diem rate (not to exceed GSA rate)

*Estimated mileage:* Show an approximate mileage, mileage reimbursement rate, Ex: mileage rate  
.51 x 530 miles = \$270

\* Allowable travel costs include transportation, lodging, subsistence, and related items incurred by grantee while traveling within Texas on official business. Maximum reimbursement for travel is limited to the Federal Domestic Per Diem Rates, which can be found on the U.S. General Services Administration (GSA) Website ([www.gsa.gov](http://www.gsa.gov) under Most Requested Links). For Texas locations not listed on the GSA site, the rate will be limited to \$85 for lodging and \$36 for meals per day. *Please note, meals for non-overnight travel are not allowable.*

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## **EQUIPMENT**

This category includes items of property having a useful life of more than one year and an acquisition cost of \$5,000. If the cost is under \$5,000, then include these items under SUPPLIES.

Provide an itemized list of equipment purchases or rentals, along with a brief narrative on the intended use of each equipment item, and the cost for all the equipment purchases or rentals.

- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.
- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of AMS.
- Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.

Special purpose equipment means equipment that is used only for research, scientific, or other technical activities. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry.

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## **SUPPLIES**

Provide an itemized list with the quantity to be purchased and estimate the dollar amount for each item.

This is anything with an acquisition cost under \$5,000 and could be anything from office supplies and laptops/software to educational or field supplies. For non-typical materials and supplies items, include a brief narrative of how this fits with the project. Items such as telephone, postage, fax and express mail are more appropriately listed under the “Other” category or as part of an indirect cost rate plan.

*Example:*

5,000 1 oz. glass bottles at a cost of .50 per unit for olive oil samples - \$2,500

5,000 sticker labels - estimate the cost to be .20 cents per unit. – \$1,000

Recipe card publication 15 cards @ 5,000 pieces per recipe \$5,060

Publication costs 5 brochures @ 1,000 pieces per brochure \$5,000

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## **CONTRACTUAL**

- Provide the cost for each contract and a short description of the services that each contract covers.
- List the general categories of items the contract covers, such as professional services,



travel, supplies, etc.

- Include the flat rate fee or the hourly rate fee for each contract.
  - Hourly rates for contractors should not exceed the salary of a Federal employee (GS-14 step 10) in your area. For current rates, please go to <http://www.opm.gov/oca/11tables/indexGS.asp>. If rates exceed the amount listed, provide a brief justification.

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## **OTHER**

Provide a detailed description of all other direct costs such as:

a) Conferences/Meeting - Costs of holding a conference or meeting are included in this category. Some examples are the rental of facilities or equipment for the meeting. Details of costs for each conference or meeting should be broken out and provided in the budget.

- When paying for the travel of a person to attend a conference, meals and lodging may be included in the cost without additional justification.
- Meals may not be charged as project costs when individuals decide to go to lunch or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. Meals may be charged to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Include a justification for meal costs. Some examples of acceptable reasons are that the conference facility is located in a remote area where public facilities are not accessible; there will be a speaker and business discussions during the meal; there is insufficient time available to allow participants to go out on their own. If one or more of these justifications cannot be met, or if there are no other acceptable and compelling reasons, then the meals should not be charged to the award. The attendees should be responsible for providing their own meals.
- Breakfasts for conference attendees are usually considered unallowable as it is expected these individuals will have sufficient time to obtain this meal on their own before the conference begins in the morning.

b) Communications – Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for this category.

c) Speaker/Trainer Fees – Provide the amount of the speaker's fees and a description of the services they are providing, this may also include their travel.

d) Publication Costs – Provide the estimated cost of printing of brochures and other program materials or scientific or technical journals.

e) Data collection – Provide the estimated cost of collecting performance data to measure the project outcome measures.

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## **PROGRAM INCOME**

- Indicate the nature or source of program income (i.e., registration fees).



- Estimate the amount of program income.
- Describe how the income will be used to further enhance the competitiveness of specialty crops.

If program income is earned it may be used for 1) expanding the project or program; 2) continuing the project or program after the grant or sub grant support ends; and 3) supporting other projects or programs that further the broad objectives of the grant program.

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## **INDIRECT CHARGES**

Indicate percent of indirect costs. Indirect cost should not exceed 10 percent of the total direct costs.

Indirect costs represent the expenses of doing business that are not readily identified with SCBGP-FB but are necessary for the general operation of the organization and the implementation of SCBGP-FB related activities. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved.

Common indirect costs include, but are not limited to: depreciation or use allowances on buildings and equipment; costs of operating and maintaining facilities; general administration and general expenses; and personnel, legal, information technology, and accounting administration.

A cost may not be allocated as an indirect cost if it is incurred for the same purpose under SCBGP-FB as a direct cost and vice versa (personnel/contractual, travel, equipment, supplies, etc.)

*Please note: The applicant may be required to submit an indirect cost proposal to be considered for indirect costs.*

**Application Checklist**  
**Specialty Crop Block Grant Program – Farm Bill**

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**PROJECT TILE AND ABSTRACT**

- ☐ Is a project title included?
- ☐ Is an abstract of 200 words or less suitable for dissemination to the public included?

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**PARTNER ORGANIZATION**

- ☐ Is the project partner organization's name included?

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**PROJECT PURPOSE**

- ☐ Does this section describe the specific issue, problem, or need to be addressed?
- ☐ Does this section discuss why the project is important and timely?
- ☐ Are the objectives of the project clearly stated?
- ☐ If the project has the potential to enhance the competitiveness of non-specialty crops, does this section indicate how the applicant will ensure that all grant funding is being used to solely enhance the competitiveness of eligible specialty crops?
- ☐ Was this project previously funded? IF YES:  
Does this section include how the current project will build on the previously funded project?
- ☐ Does this section include a statement that the project has not been submitted to or funded by another Federal or State grant program?
- ☐ Has this project or will this project be submitted to or funded by another Federal or State grant program? If YES:  
Does this section indicate how the project supplements efforts of the SCBGP-FB and the other Federal or State grant program and not duplicate funding efforts?

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**POTENTIAL IMPACT**

- ☐ Are the beneficiaries of this project adequately discussed?
- ☐ Have the number of project beneficiaries been appropriately addressed?
- ☐ Does this section address how the beneficiaries will be impacted by the project?
- ☐ If available, is a potential economic impact provided under this section?
- ☐ Does the project benefit more than one commercial product or individual, or organization?

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**EXPECTED MEASUREABLE OUTCOMES**

- ☐ Has at least one distinct, quantifiable, and measurable outcome that defines an event or condition that is external to the project and that is of direct importance to the intended beneficiaries been provided?

- ☐ Do the outcomes include a goal, performance measure, baseline, and a target?
- ☐ Has a monitoring plan been included that describes how performance toward meeting the outcomes will be observed.
- ☐ If the measurable outcomes are long term and outside the grant period have you indicate how monitoring will occur after the grant period ends without SCBGP-FB funding.

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### **PROJECT PARTNER OVERSIGHT**

- ☐ Have you indicated who will oversee the project activities?
- ☐ Does this section adequately describe how oversight will be performed with timelines?

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### **PROJECT COMMITMENT**

- ☐ Does this section briefly describe who supports this project?
- ☐ Have you indicated how all grant partners work toward meeting goals and outcome measures?
- ☐ Have you provided research information, if applicable?

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### **WORK PLAN**

- ☐ Does the work plan adequately include the activities necessary to accomplish the project objectives?
- ☐ Does the work plan indicate who will do the work of each activity, including subgrantees, and/or contractors?
- ☐ Does the work plan include the performance monitoring/data collection plan activity described in the expected measureable outcome section?
- ☐ Does the work plan include timelines for each activity (at least month and year)?
- ☐ Does the timeline show that the project will be completed in 1 year and/or within the grant period?

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### **BUDGET NARRATIVE**

- ☐ If personnel costs are budgeted, does the narrative include each project participant's title, % FTE, corresponding salary, and total personnel costs?
- ☐ If fringe benefits are budgeted, does the narrative include the rate of fringe benefits for each project participant's salary described under personnel and total fringe benefit costs?
- ☐ If travel is budgeted, does the narrative include the destination; purpose of trip; number of trips; number of people traveling; number of days traveling; estimated airfare costs; estimated ground transportation costs; estimated lodging and meals costs; estimated mileage rate and costs for the travel if applicable; and total travel costs?

- ☐ If special purpose equipment is budgeted that solely benefits specialty crops, does the narrative include an itemized list of equipment purchases \$5,000 or more and rentals, along with a brief narrative of the intended use of each item and the total cost of all equipment and rentals?
- ☐ If supplies are budgeted, does the budget narrative include an itemized list of supplies under \$5,000 and the estimated dollar amount for each item, and total supply costs?
- ☐ If contractual is budgeted, does the narrative provide a short description of the services each contract covers, indicate if the cost is a flat rate fee OR total hourly fee, include the flat rate cost OR hourly rate, list general categories of items the contract covers such as professional services, travel, lodging, indirect costs, etc., and include total contractual costs? [www.opm.gov](http://www.opm.gov) and click on Salaries and Wages.)
- ☐ If contractual costs are hourly rates, do they exceed the salary of a GS-14 step 10 Federal employee in your area? If so, is a brief justification provided? (For more information please go to
- ☐ Under the “Other” cost category if applicable, are communications such as mailings, express mail, faxes, and telephone long distance charges estimated? Are speaker fees included and a description of the services they are providing? Are estimated costs of publications included? Are estimated costs of performance data collection included? Are all “Other” costs totaled?
- ☐ If meals are budgeted for reasons other than meals associated with travel per diem, is there an adequate justification for why these costs are not entertainment costs?
- ☐ Do grant funds supplement the expenditure of State funds in support of specialty crops grown in the State, rather than replace State funds?
- ☐ If indirect costs are budgeted, are they totaled and less than 10% of the total project’s budget?
- ☐ If program income will be generated, does the narrative indicate the nature or source of program income, estimate the amount of program income, and describe how the income will be used to further enhance the competitiveness of specialty crops?